



CITY OF ROLLINGWOOD UTILITY COMMISSION MINUTES

Tuesday, June 01, 2021

On Tuesday, June 1, 2021 at 5:00 p.m. the Utility Commission of the City of Rollingwood, Texas held a regular meeting, open to the public, via video conference and telephone in accordance with an order of the Office of the Governor issued March 16, 2020. The public was able to watch this meeting live and had the opportunity to comment via audio devices with the following meeting login information:

Link: <https://us02web.zoom.us/j/83120203382?pwd=N1NQWG5GRC9vMXUxZjlxV3BhL2pPQT09>

Toll-Free Numbers: (833) 548-0276 or (833) 548-0282

Meeting ID: 831 2020 3382

Passcode: 2021

The public was permitted to offer public comments via their audio devices when logged in to the meeting or telephonically by calling in as provided by the agenda and as permitted by the presiding officer during the meeting. A video recording of the meeting was made and posted to the City's website and available to the public in accordance with the Texas Public Information Act upon written request. The following items were discussed:

CALL UTILITY COMMISSION MEETING TO ORDER

1. Roll Call

Chair Jonathan Miller called the meeting to order at 5:13 p.m.

Present Members: Clark Wilson, Christopher Meakin, Phil Dixon and Jonathan Miller.

Also Present: City Administrator Amber Lewis, Utility Billing Manager Sharon Davis and Assistant City Administrator Ashley Wayman.

PUBLIC COMMENTS

Citizens wishing to address the Utility Commission for items not on the agenda will be received at this time. Please limit comments to 3 minutes. In accordance with the Open Meetings Act, the Utility Commission is restricted from discussing or taking action on items not listed on the agenda.

Citizens who wish to address the Utility Commission with regard to matters on the agenda will be received at the time the item is considered.

2. Public Comments

There were no public comments.

CONSENT AGENDA

All Consent Agenda items listed are considered to be routine by the Utility Commission and may be enacted by one (1) motion. There will be no separate discussion of Consent Agenda items unless a Board Member has requested that the item be discussed, in which case the item will be removed from the Consent Agenda and considered in its normal sequence on the Regular Agenda.

3. Discussion and possible action on the minutes from the April 6, 2021 Utility Commission meeting

Clark Wilson motioned to approve the consent agenda. Christopher Meakin seconded the motion.

The motion passed 4-0.

REGULAR AGENDA

4. Discussion and possible action on a recommendation to City Council regarding a policy for over-billed and under-billed commercial and residential utility accounts

Utility Billing Manager Sharon Davis discussed the results of an audit of the city's water meter, explaining that due to errors in recorded meter sizes, the city has been missing out on about \$500 per month in revenue.

The Commission and staff discussed potential ways to proceed with billing at this point and whether not residents and/or commercial users should be back-billed.

Chair Jonathan Miller motioned to recommend to City Council that the city attempt to collect from both residential and commercial accounts that have been under-billed related to their meter size for usage during calendar year 2021 and along with the notice of that collection to also include an option to voluntarily repay the full amount owed on the account for anything prior to 2021. Phil Dixon seconded the motion.

The motion passed 4-0.

5. Discussion regarding cellular service in Rollingwood

Chair Jonathan Miller discussed cellular service in Rollingwood and discussions that have been had with cellular carriers as well as private companies that help boost cellular service. He discussed Motive, a company that would place small cells in the city and contract with cellular companies to have services provided through that network.

The Commission discussed this potential project and the how cellular service would be improved in the city.

Chair Jonathan Miller stated that they would move forward with getting a meeting set up to learn more about this option.

6. Discussion and possible action on a recommendation to City Council regarding a Franchise Agreement renewal with Austin Energy

City Administrator Amber Lewis discussed one change to the Franchise Agreement with Austin Energy. She also discussed the tree trimming requirements and that Austin Energy is not able to trim trees to code without the resident's approval per the Austin City Council.

The Commission discussed ways to proceed to get better service for the city's residents.

Chair Jonathan Miller motioned to table this item until we can gather more information regarding issues the city has had with Austin Energy and understand guidance from Council as to where we have leverage to negotiate those items with Austin Energy and specifically in this Franchise Agreement. Clark Wilson seconded the motion.

The motion passed 4-0.

7. Updates regarding the Commercial LUE Assignment Study, the transition to in-house utility billing and Incode implementation, the transition to Crossroads Utility Services for Emergency and O&M Water and Wastewater operations, the Easement Location and identification study, the Valve & Manhole GPS/GIS mapping project, and the upcoming presentation to the City Council regarding a drainage utility fee study

City Administrator Amber Lewis provided the Commission with updates regarding the projects the city is currently undertaking.

Chair Jonathan Miller asked the Commission if there were any other items that need to be addressed.

8. Discussion and possible action regarding the Utility Commission meeting time

The Commission discussed potential in-person meetings and that they would be interested in keeping remote meetings. They also discussed the regular meeting time.

Chair Jonathan Miller motioned to change the meeting time to 7:00 p.m. Phil Dixon seconded the motion.

The motion passed 4-0.

The next meeting was set for July 6, 2021 at 7:00 p.m.

ADJOURNMENT OF MEETING

The meeting was adjourned at 5:59 p.m.

Minutes Adopted on the _____ day of _____, 2021.

Jonathan Miller, Chair

ATTEST:

Ashley Wayman, City Secretary